

EXTRAORDINARY COST FUND

Previous Applicants Instructions

The following are instructions for accessing and applying for ECF funding through the new web-based application. If you have any questions or problems in completing the application, viewing, or printing your district's information, please contact Bobbi Leiferman at bobbi.leiferman@state.sd.us or by calling 773-5407.

Access the ECF Application via this link:
<http://doe.sd.gov/ofm/exordincost/index.asp>

Unable to Recall your Login Name and User Password?

Please contact Jennifer Rattling Leaf or Bobbi Leiferman at the Department of Education for help. Their contact information is as follows:

Jennifer Rattling Leaf
(605) 773-4703
jennifer.rattlingleaf@state.sd.us

Bobbi Leiferman
(605) 773-5407
bobbi.leiferman@state.sd.us

Logging into the application:

- 1) Click on the **ECF APPLICATION** link from the site listed above.
- 2) Type in your assigned Login Name and Password.
- 3) Click on Submit.
- 4) Find **Applications** on the Launchpad Homepage menu and click on **DE57ExtraordinaryCostFund**.

Completing the Application:

- 1) From the menu on the left side of the screen, Click on **Actions**.
- 2) Click on the **Contact Info** menu item, complete all the data items requested and click on the **Save** button.
- 3) Click on the **Funding Worksheet** menu item. This page determines the funding request for your district. Please fill in the required Revenue and Expenditure items. Clicking on the Calculate button will allow you to view the results of the information entered. After all information has been verified, click on the **Save** button to continue.
- 4) Click on the **Application** menu item. Complete the requested information in Sections 1 and 2, then click on the **Save** button at the bottom of the screen.
- 5) If you will be using some of the same student profiles as provided in the previous application. Click on the **Roll Forward** menu Item.
 - Click on the **View** icon beside the profile of the student you would like to roll forward.
 - Update the Age, Placement, and Current Fiscal Year Expenditure data items for that profile and click on the **Save** button at the bottom of the screen. These items are required to be updated for each profile.
 - Repeat as necessary.
- 6) To add any new student profiles, Click on the **Student Profile** menu item.
 - Click on the **Add New** button to begin adding student profile information. The student profiles entered will provide the basic information relative to each

student associated with the need for extraordinary cost funds. Student needs must relate to the anticipated shortfall of revenues calculated on the funding request worksheet. Click on the **Save** button after completing each profile.

- Click on the **Add New** button to continue adding student profiles. After all pertinent student profiles have been entered, continue to the next menu item.
- 7) Click on the **ECF Uploads** menu item. This screen requires the supporting financial documentation to be uploaded into the application. The authorized individual should run the two required reports from the fiscal software and save the files on your computer or disk. Upload the 2 files by clicking on the **Upload Financial File** link. From the Upload menu, choose the type of file to be uploaded (Revenue or Expenditure) from the drop down menu and click on Browse to find the directory of where the file is saved. Choose the file to be uploaded and click on Open, then click on the Upload button at the bottom of the Upload menu. Repeat this process for the other required file. You may view previous loaded files by clicking on the **View Loaded Files** button. If you have any questions or problems with the Upload process, please contact Bobbi Leiferman.
- 8) After all information has been completed, choose the **Submit Application** menu item. If the Status for each required item shows Completed, you may click on the Submit button. You will need to contact Bobbi Leiferman or Jennifer Rattling Leaf, if you need to make changes to your application after it has been submitted.
- 9) A signed Certification form must be submitted to:

Department of Education
Office of State Aid and School Finance
700 Governors Dr, Pierre, SD 57501

Click on **Reports** from the menu on the left side of the screen. Choose the **District** report group. To view the Extraordinary Cost Funds Certification report, click on the icon on the left side of the reports menu. Print a copy of the certification form. Complete the report and submit it to the above address.

Printing Reports:

- 1) Click on **Reports** from the menu on the left side of the screen.
- 2) Choose the **District** report group from the drop down listing.
- 3) To view any of the reports listed, click on the icon on the left side of the report, name, enter the required criteria from the report criteria menu, and click on OK.
- 4) Click on the printer icon in the upper left corner of the screen to print the report.
- 5) To close, click on the X in the upper right hand corner of the screen.

If you have difficulty printing any of the reports, please try the following steps.

- 1) Pick a report and after it displays in the viewer window,
- 2) Click on refresh (2 blue arrows),
- 3) Click on the export icon, choose pdf and print all pages - click OK. You may get a message about a blocking download, so you need to click in the toolbar to allow the download.
- 4) Click on the export icon a 2nd time, choose pdf and print all pages - click OK. The pdf window showing the report should display and the report can be printed.
- 6) To close, click on the X in the upper right hand corner of the screen.

If you experience any problems or have any questions regarding the Report options, please contact Bobbi Leiferman.